**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pd: \_\_\_\_\_**

**Matching**

**Match the term with the correct definition. Place the letter of the correct answer on the blank.**

**\_\_\_\_\_1.** Promote **a.** Diagram type that shows relationships among departments or personnel

**\_\_\_\_\_2.** Assistant **b.** Diagram type that can show steps in a timeline

**\_\_\_\_\_3.** SmartArt **c.** Holds the name of the person or department at the head of the organization

**\_\_\_\_\_4.** Organization chart **d.** Person who reports directly to a staff member

**\_\_\_\_\_5.** Process **e.** Panel in which you can type diagram text

**\_\_\_\_\_6.** Top-level shape **f.** Change shape text into a bullet item

**\_\_\_\_\_7.** Matrix **g.** Change a bullet item to shape text

**\_\_\_\_\_8.** Text pane **h.** Visual representation of information

**\_\_\_\_\_9.** Demote **i.** Departments that report to the head of the organization

**\_\_\_\_\_10.** Subordinates **j.** Diagram type that shows how parts relate to a whole

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** List type diagrams show information that has to be in a particular order.

**T F 2.** Text in a SmartArt diagram can appear either in a shape or in a bulleted list.

**T F 3.** Use a Cycle type diagram if you want to show a repeating process.

**T F 4.** The Standard Colors gallery allows you to apply variations of theme colors to a diagram.

**T F 5.** You can apply a style to a SmartArt diagram from the SmartArt Tools Layout tab.

**T F 6.** The Add Shape Below option inserts a subordinate shape.

**T F 7.** The Layout button is available for all diagram types.

**T F 8.** To remove a shape, select it and press the Delete key on the keyboard.

**T F 9.** You have to retype text if you change from one SmartArt layout to another.

**T F 10.** SmartArt can be converted to a bulleted list or to shapes.